

PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION

TRAINING NOTICE

January 7, 2013

12.1.1

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: INSTRUCTOR SYMPOSIUM: APRIL 16 THROUGH APRIL 19, 2013

The California Commission on Peace Officers Standards and Training (POST) and San Diego Regional Training Center will conduct a four-day Symposium April 16 through April 19, 2013 in San Jose, California. The symposium is designed to further develop the instructional skills of the California law enforcement instructor. Several notable speakers will be giving keynote presentations and workshops. Priority for personnel selected to attend this course will be determined by their instructional responsibilities. The meal fee for the symposium is \$30, which includes three breakfasts and two lunches. The meal fee is \$40 for Institute of Criminal Investigation (ICI) instructors, which includes an early start and extra lunch. The symposium is POST certified and will be financed by Letter of Agreement, which stipulates that attendees will finance their expenses, excluding airfare, to be reimbursed directly by POST after the submission of receipts.

The last and first names, rank, serial number, **POST ID Number**, and specific subjects and courses of instruction of each nominee shall be submitted on an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Training Division (TD), Mail Stop 412. The Form 15.2 shall be approved by the concerned commanding officer and must be received by TD no later than **Wednesday, February 20, 2013**. A subsequent Travel Authority will be created and published by TD assigning those personnel selected to attend. For further information, please contact Officer Chuck Williams, the Department's 2013 Symposium Coordinator, TD, at (213) 485-3163 or 25076@lapd.lacity.org.


MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division

APPROVED:


STUART A. MAISLIN, Commander
Assistant Commanding Officer
Personnel and Training Bureau

Attachment



P.O.S.T. Instructor Symposium

April 16-19, 2013



Symposium Description: The purpose of this symposium is to further develop the instructor skills of the California law enforcement instructor. This symposium is open to ALL California law enforcement trainers. Workshops will be provided in different subject areas, with special emphasis on giving the law enforcement trainer skills that they can immediately apply to their role of trainer. The hours attended at this symposium count towards the academy instructor re-certification requirement. Completion of all three days will count as 24 CPT hours. An additional 4 hours of CPT will be granted for ICI instructors who attend the ICI portion on Day 1. Information on Workshops will be provided online at www.sdrtc.org in the upcoming months.

To become named on a Request for Travel Authorization to attend this symposium: Training Coordinators, should submit to the Commanding Officer, Training Division (TD), mail (Stop 412) an Intradepartmental Correspondence, Form 15.2, including the rank, name, serial number, current assignment, and POST ID number, of each employee. The Form 15.2 shall be approved by the concerned commanding officer and must be received by Training Division, **no later than Friday, February 10, 2012**. Training Division will complete and publish a subsequent Travel Authority assigning those personnel selected to attend.

Course length is 24 hours.

POST Plan: Special Seminar. Tuition is a minimal registration/meal fee. Student travel and per diem reimbursement will be via Letter of Agreement (LOA).

Dates: April 16 through April 19, 2013

Location: Double Tree by Hilton San Jose, \$140.00+tax per night

Online reservations: www.sdrtc.org (click link for symposium and hotel registration)

Note: Each attendee must ensure that the following actions occur in the following order:

1. **First**, obtain your Commanding Officer's written approval on an Intradepartmental Correspondence, Form 15.2
2. **Second**, obtain Training Division's (TD) Commanding Officer's written approval on a Request for Travel Authorization (Travel Authority)
3. **Third**, after TD's approval, register individually online to attend the symposium and make hotel reservations. An LAPD **Travel Authorization does not register you** into the symposium. Do not travel to San Jose without online email confirmation from SDRTC that you are properly registered to attend.

For further information, please contact Officer Chuck Williams, Training Division, at (213) 485-3163 or 25076@lapd.lacity.org